2010 General Election Setup Checklist

NOTE: Per State of North Dakota Enterprise Architecture standards, you are now to use your Active Directory (first log-in for PowerProfile) to log onto VOICES.


(These two screens now use the same user name and password)

Step 1.1: Contests/Candidates

VOICES was created to automatically roll over contests and nominated candidates (including write-ins) from the Primary to the General (soil conservation addressed in step 1.2). Although you won't have to add contests and assign candidates to them as you did for the Primary, you will still need to confirm the list to ensure that everything that should be on your ballot gets on your ballot.

a) After logging onto VOICES, select "Contests/Candidates" from under the Election Setup tab.
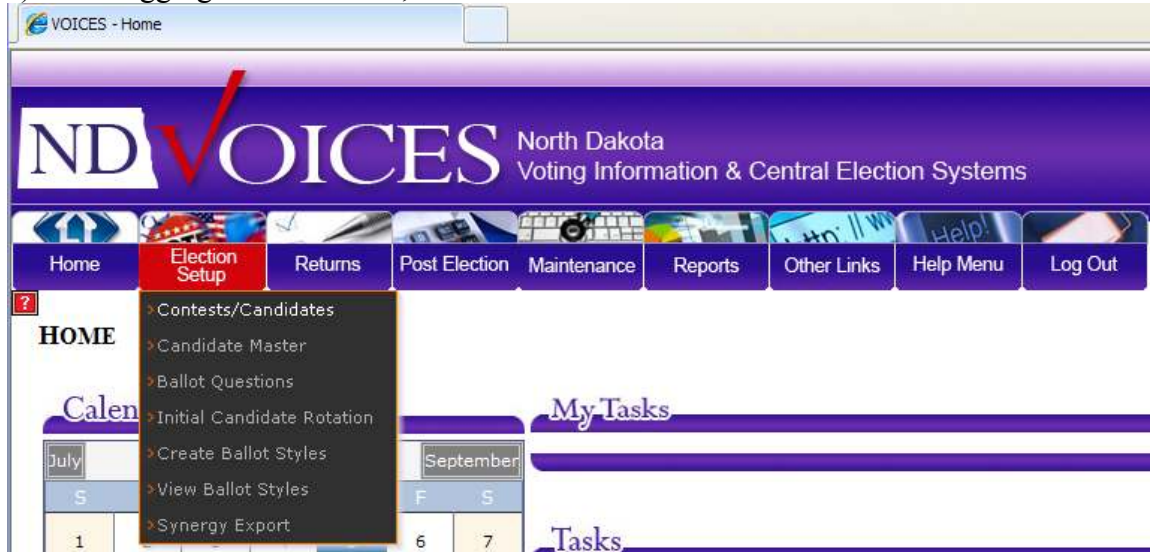
b) This will open the page where you can see all the contests that will appear on your ballot. This page only displays the first 12 contests, to view the rest you will need to change the page you are viewing. Located to the right, both above and below the listing of contests you will see numbers. The number for the page you are currently on will appear in black, other pages available will appear as blue links that can be clicked to go to that page.

c) To confirm that all nominated candidates have rolled over from the Primary, click the little plus sign to the left of the contest title. This will expand the record to display all candidates for that contest.

d) After confirming that all data is correct you are finished with this step.

IF A CONTEST OR CANDIDATE THAT SHOULD BE ON YOUR BALLOT IS MISSING CONTACT JOHN OR STEVE IMMEDIATELY

Step 1.2: Soil Conservation

a) Since Soil Conservation only appears on the General Election ballot, that contest will need to be added on this page. There are two ways to select this contest. First you can click in the white box at the top of the page in the "Select Contest to Add" section and type in "sup." This will narrow the list down to just the soil contest.

Select Contest to Add:	sup			Add				
	Contest	Contest Name	Area	Seq #	Vote For	Term	District Type	CountyID
	SUP	Supervisor, Soil Conservation District	530	1		4	CN	

The other method is to click the down arrow to the right of the white box which will display a list of all contests. You can then scroll down until you find the soil contest.

Select Contest to Add:				Add			
STA	Sales Use & Tax Administrator	710	1	4	CI		
SCH	School Board Member	680	1	4	SC		
SCH	School Board Member	682	2	4	SC		
SCH	School Board Member	684	3	4	SC		
SCH	School Board Member	686	4	4	SC		
SCH	School Board Member	690	1	2	SC		
SCH	School Board Member	692	2	2	SC		
SCH	School Board Member	694	3	2	SC		
SCH	School Board Member	696	4	2	SC		
SCH	School Board Member at Large	700	1	4	SC		
SCH	School Board Member at Large	702	2	4	SC		
SCH	School Board Member at Large	704	3	4	SC		
SCH	School Board Member at Large	706	4	4	SC		
SCH	School Board Memeber at Large Unexpired Term	708	3	1	SC		
SUP	Supervisor, Soil Conservation District	530	1	4	CN		

Add Candidate | Contest Code | Ba

± 1	UNI	Un Se
± 2	REP	Re Co
± 3	STA	Sta
± 4	STA	Sta
± 5	STA	Sta
± 6	STA	Sta
± 7	STA	Sta
± 8	STA	Sta

b) Either way you choose to select the contest, after you find it, click on it to fill in the white box.

Select Contest to Add:	Supervisor, Soil Conservation D		Add
	(Add a new Contest) (Edit selected Contest)		

c) Click the "Add" button to add it to your existing list of contests and candidates.

d) Find the supervisor contest in your list (you may need to change pages, see step 1.1 b)

e) You see a red box in the area column.

f) Click on the red box to display a pull down arrow.

g) Click on the arrow to expand the window, select the appropriate district (for those counties with more than one soil conservation district) to fill in this box).

h) Click the appropriate district to fill in the box.

i) Click the "Check for Errors/Save" button on the bottom of the page.

j) To add a new candidate to this contest, click Candidate Master under the election Setup tab. (If you wish to add a candidate who was already entered into VOICES see "N" below)

k) In the assign to contest field, click the arrow to expand the drop-down and select the Supervisor, Soil Conservation District contest from the bottom of the list.

l) Fill in the candidates name and address in the yellow boxes. Additional info can be added as well if the candidate provides it, such as campaign contact information, website, email, or phone number. After filling in necessary and optional info click the Add button at the bottom of the screen.

m) Repeat "K" and "L" for as many candidates as you have.

n) If you are adding a candidate to the contest that was already entered into VOICES click the green plus sign and person icon to the left of the contest on the Contests/Candidates page.

o) This will open a new window. If the window fails to open, you may have a pop-up blocker preventing it from opening. If this is happening there should be a yellow bar above the VOCIES logo and state seal informing you that a pop-up has been blocked. You should click on that and select always allow pop-ups from this site. You may then need to re-click the green plus sign icon to open the window.

p) Select the candidates name from the list in the drop down screen (you can also narrow down the list by typing in some or all of the candidate's name).

q) Select nonpartisan from the Political Party drop down and click the done button.

r) Return to the Contests/Candidates page to verify that the candidates were assigned to the contest.

Step 2: Candidate Master

a) Select Candidate Master from the Election Setup tab.

b) Click "Show All" in the search candidate's field.

c) This will display a list of all candidates in VOICES, whether they will appear on the General Ballot or not. If you had write-in candidates that were nominated in the Primary they will be displayed in red highlighting since the system is missing required information for them. (If you do not have any candidates highlighted in red, skip to step 3)

d) To complete the record for your write-in nominees click the edit button to the left of the candidate's name. This will open that candidate's record.

e) Fill in the candidate's residence address. Also, the candidate name will appear on the ballot as it was entered into VOICES. If the candidates name was entered in all capital letters please change it to caps and lower case.

f) After completing the candidate's record, click the update button on the bottom of the screen.

Step 3: CVC Letter

If a candidate called into the CVC system prior to the Primary, their voice file is still in the system. Candidate who did not call in should be sent another letter giving them the opportunity to pronounce their name so that the AutoMARK can be programmed accurately. VOICES has been programmed to create a batch print of CVC letters so that letters for candidates (who haven't already called in) that are assigned to contests in the upcoming election can all be printed at once.

a) On the Candidate Master page (the page accessed in Step 2) there is a link to the right of the search field titled "Batch Print CVC Letters." Click on this link to open a new window containing all of the necessary letters.

Search Candidates		
Last Name		Batch Print CVC Letters
First Name		Add New Candidate
	Search Show All	

b) The new window may take some time to open depending on how many letters there are to print. If the window fails to open you may have a pop-up blocker preventing it from opening. If this is happening there should be a yellow bar above the VOCIES logo and state seal informing you that a pop-up has been blocked. You should click on that and select always allow pop-ups from this site. You may then need to re-click the "Batch Print CVC Letters" link to open the letters.

c) Print and mail these letters to the candidates.

Step 4: Set Initial Candidate Rotation

a) Under the Election Setup Tab select Initial Candidate Rotation

b) To the right of all candidates there is a box where you will enter the number that candidate was drawn in rotation. If a candidate is running unopposed VOICES will auto fill their rotation number to 1.

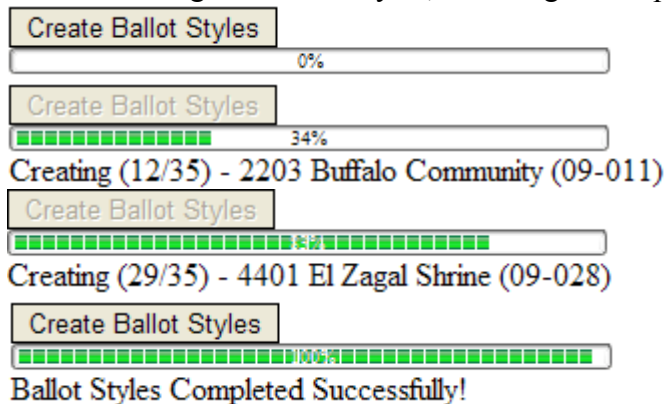c) After completing the rotation click the save button at the bottom of the screen.

Step 5: Create Ballot Styles

a) Under Election Setup click "Create Ballot Styles."

b) After opening the Create Ballot Styles page, if the "Create Ballot Styles" button is not active and you have a note in red below the status bar it means that you have not completed setting the candidate rotation. Click the "Initial Candidate Rotation" link to the right of the red note and follow the instructions in Step 4.

c) If the button is active, click it to begin creating the ballot styles. The status bar will tell you how the system is progressing with creating your ballots. When VOICES has finished creating the ballots styles, a message will appear below the status bar.

Create Ballot Styles
0%

Create Ballot Styles
34%
Creating (12/35) - 2203 Buffalo Community (09-011)

Create Ballot Styles
Creating (29/35) - 4401 El Zagal Shrine (09-028)

Create Ballot Styles
Ballot Styles Completed Successfully!

Note: There is no limit to how many times you can create ballot styles. If after you've created them you need to make changes in prior steps you will need to re-create the ballot styles so that those changes are also sent to Synergy.

Step 6: Proof Ballots

a) Under the Election Setup tab select "View Ballot Styles."

b) VOICES reflects the candidate rotation that your official ballots will have. To view and proof a ballot style, click the View Ballot link to the right of the precinct name.

Ballot Style	Precinct	View Ballot
1101 Olivet Lutheran	1101 Olivet Lutheran Church	View Ballot
1102 Doublewood Inn	1102 Doublewood Inn	View Ballot

c) Repeat the above instruction for all of your ballots.

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Step 7: Export to Synergy

THIS STEP IS ONLY TO BE DONE AFTER ALL OTHER STEPS HAVE BEEN COMPLETED

a) Under the Election Setup tab click "Export to Synergy."

b) Click the Export to Synergy button.

c) You will receive a message to let you know when the export is complete.

d) On the task list in the e-synergy graphics system you will receive a green checkmark indicating that they have received your export within a day. If more than a day has passed and you still have not received a green checkmark please contact Doug, Shelly, John, or Steve.